

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

December 18, 2014

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, General Manager and Paula Maurer, Customer Services Manager.

Commissioner Zelinski and Business Operations Accountant Hubertus were excused.

Item II. The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts.

There being no further business, the motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:00 a.m.

Steve Grenell, Engineering Manager, William Menting, Electric Manager; Tim Gosz, Water Utility Manager; John Teale, Technical Services Engineer and Don Voogt of McMahon joined the meeting at 9:00 a.m.

III. No one from the Gallery was heard on any topic of public concern to the Utility.

With the presence of Don Voogt, McMahon, New Business Items A & B were advanced for discussion.

New Business, Change Order #2, Low Lift Pump Modifications, J.F. Ahern – The change order increases contract M0002-930724 \$2,596.00. Change order # 2, is requested for labor and materials to add a longer landing for access to the existing roof access ladder.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous on roll call to approve Change order #2 to J.F. Ahern for the Low Lift Pump Modifications for a total increase of \$2,596.00. The Commission also recommended the Board of Public Works approve change order #2 and forward it to the Common Council.

Change Order #3, Low Lift Pump Modifications, J.F. Ahern – The change order increases contract M0002-930724 \$3,894.00. Change order # 3 is requested in order to add a 1 ½” drain on the 16” aeration feed line and revise riser location to miss existing trough.

The motion by Comm. Roush, seconded by Comm. Merkes was unanimous on roll call to approve Change order #3 to J.F. Ahern for the Low Lift Pump Modifications for a total increase of \$3,894.00. The Commission also recommended the Board of Public Works approve change order #3 and forward it to the Common Council.

Don Voogt departed at 9:08 a.m.

Item IV. Motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of November 19, 2014
- B. Minutes of the Closed Session of 8/27/14, 9/24/14, 10/22/14
- C. Approve and warrant payments summarized by checks dated November 27 & December 4-18, 2014, which includes Net Payroll Voucher Checks, Void O & M Checks 07148-07151, and Operation and Maintenance Voucher Checks for a total of \$690,896.39, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- D. Correspondence as listed:
 - Copy of Menasha Utilities Newsletter dated December 2014.
 - Copy of 2015 American Public Power Association Legislative Rally.
 - Copy of letter dated November 21, 2014 from St. Joseph Food Program RE: Thank you for food pantry donation.
 - Copy of Memorandum dated November 18, 2014 from WPPI Energy RE: Advisory Group Participation.

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented. There is a budget variance within the chemical purchase orders due to timing of when the chemicals are purchased verses when they are used.

Motion made by Comm. Allwardt, seconded by Comm. Roush was unanimous on roll call to approve the purchase orders as presented.

Item VII. Unfinished Business, Change Order #1, Low Lift Pump Modifications, J.F. Ahern – Staff has been working with the City of Menasha regarding the permit fees assessed within Change Order #1; J.F. Ahern has been kept updated on the progress.

Northstar Conference – Customer Service Manager Maurer reported back to the Commission on the Northstar Conference she attended November 17-21. Focus was on upcoming changes and options available.

Lead & Copper Testing – Water Utility Manager Gosz updated the Commission on the progress of the proposed ordinance along with plans for potential loan programs available from the Utility. The Commission requested a draft of the ordinance prior to recommending the ordinance to the City.

Item VIII. New Business, 2013 Wisconsin Act 274 – Staff is requesting to petition the PSC to amend electric and water rate tariffs to reflect the PSC's preapproved changes to the requirements of a deferred payment agreement to residential tenants. The conditions were outlined in the memo supplied to the Commission.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimous to approve petitioning the PSC with the preapproved changes for electric and water.

Out of State Travel – Customer Services Manager Paula Maurer requested authorization to attend the APPA Customer Service Management Certificate Program in Anaheim, California February 2-6, 2015.

The Commission requested that future travel request include an approximation of the costs associated with the travel request.

The motion by Comm. Roush, seconded by Comm. Merkes, was unanimously approved to authorize Paula Maurer's travel request.

Out of State Travel – Water Utility Manager Tim Gosz requested authorization to attend the National AWWA Conference in Anaheim, California June 7-10, 2015.

The motion by Comm. Roush, seconded by Comm. Kordus, was unanimously approved to authorize Tim Gosz's travel request.

2015 Commission Meeting Calendar – Commissioners discussed the proposed meeting schedule for next year.

The motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous to approve the 2015 Commission Meeting Calendar as presented.

Changes to Employee Handbook for 2015 – Updates to the employee handbook included language clarifications, minor changes, and adding ADA language.

The motion by Comm. Kordus, seconded by Comm. Roush, was unanimous to approve the Employee Handbook as presented.

Base Pay and Merit Based Pay System 2015 – Staff is recommending a 1.5% increase in base pay and 1.5% in total for merit pay based on the number of exceeding expectations earned instead of the average score.

A motion was made by Comm. Roush, seconded by Comm. Allwardt to accept 1.5% increase in base pay and 1.5% in total for merit pay based on the number of exceeding expectations earned.

General discussion ensued regarding challenges and benefits of the current merit system.

A motion was made by Comm. Merkes to amend the previous motion to affirm the distribution system of the merit pay and bring that back at the January Commission meeting. Comm. Kordus seconded the motion for discussion.

Motion to amend carried on roll call 4-0.

The motion, as amended, carried on roll call 3-1. Commissioners Allwardt, Roush and Kordus voted yes. Commissioner Merkes voted no.

Item IV. Strategic Reports, Monthly Strategic Initiative Update – The November report was discussed.

November Financial and Project Status Reports – There were no questions on the November Financial and Project Status Reports.

After discussion, the Commission accepted the November Financial and Project Status Reports as presented.

Project Reports, Water Plant Projects – Current projects are proceeding as expected.

Water Plant Security System – Concern over public bidding, given the amount if installation of the security system if done out-of-house, was expressed. Commissioners requested that the security system be brought back to the January meeting along with bidding process rules.

Metering Practice & Plan – Staff has been replacing test switches and updating wiring to meters. During inspections, two customers have been identified that will require ice covers over their meter.

Item X. No one from the Gallery to be heard on any topic of public concern to the Utility.

Item XI. The motion by Comm. Roush, seconded by Comm. Allwardt, was unanimously approved on roll call to adjourn at 10:42 a.m.

By: MARK L. ALLWARDT
President

ROY KORDUS
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.